

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 70-10.A

Subject:

DATE: 07/06/90

Sunset Review:

DORMITORY REGULATIONS

1. PURPOSE. This directive promulgates regulations concerning dormitories at the Federal Law Enforcement Training Center (FLETC) and provides for the inspection of dormitory rooms by FLETC and agency staff personnel to ensure compliance with these regulations.
2. SCOPE. This directive applies to all personnel residing in FLETC dormitories and housing facilities at Glynco, Artesia, and Marana. Appropriate portions of this directive will be included in the Student Handbook. For the purpose of this directive, townhouses and Command Circle units are considered to be dormitories.
3. CANCELLATION. FLETC Directive No. 70-10.A dated February 14, 1986, Dormitory Regulations.
4. REFERENCE. FLETC Directive 72-01.A, Assignment to Center Housing and Dormitory Facilities.
5. POLICY. It is the policy of the Center to operate the dormitories in a manner to ensure order and cleanliness with a minimum of restrictive measures. This requires cooperation between the residents and their agencies, the contractor's on-site manager, the FLETC Contract Administrator, and the Chief, Scheduling and Allocation Division (SAD) in order to provide for the interests of all concerned. The following information provides guidance concerning utilization of Center housing facilities.
 - a. The Center establishes the policy on resident room assignments and controls these assignment's. Contract personnel provide on-site cleaning, linen, towel, and administrative services. The contractor's on-sire manager provides liaison between the contractor and FLETC Contracting Officer's Technical Representative (COTR).
 - b. All dormitories are heated and air-conditioned. Alarm clocks are provided, to the extent available, in each room. Television sets and recreational equipment, such as pool and ping-pong tables, are available in the lounge areas. There are no facilities available for personal TV sets.
 - c. A preventive maintenance program is in operation. Residents should request any routine repairs or services required using the Request for Maintenance

sheet on the bulletin board. Emergencies should be reported to the cleaning personnel assigned to the floor, the dormitory clerk for the building, or to the Security Police at the Main Gate.

d. All rooms, restrooms, bathrooms, hallways, and adjacent areas are cleaned and all trash cans emptied by the dormitory maintenance contractor Monday through Friday. Clean linen is issued one time each week and towels are provided on a daily basis. Beds are made by the housekeeping service Monday through Friday. Washing machines and dryers are available for use in most dormitories at no cost; however, laundry detergent must be provided by each person and is available for purchase at the Convenience Store.

e. A Center energy conservation program is in effect and lights, radios, etc., should be turned off at all times except as required for the comfort of the residents and for cleaning purposes. Water faucets and showers should be turned off when not in use. When air conditioning in the dormitories is in operation, windows must be closed and fan coil units must be in the "ON" position for efficient operation of the air conditioning and for energy conservation.

f. Each individual is fully responsible for the proper care and accountability of furnishings and other material issued for use in dormitory rooms. Therefore, at the time of check-in a thorough inspection of the condition of assigned quarters and all items issued should be made by the occupant. Any damage or broken/missing items should be reported to the dormitory clerk on duty from 4:00 p.m. to midnight, or to Registration personnel (Building 46) from midnight to 8:00 a.m. If no one can be located in the dormitory or at Registration, the problem should be reported to the Security Police at the Main Gate.

g. Blankets or linens are not to be removed from rooms except for the purpose of turn-in or exchange. There have been instances of occupants taking blankets to the beach, which is an unauthorized use of Government property;. Other room furnishings are not to be remove or exchanged without permission of the contractor's on-site manager.

h. Room changes must be authorized by the SAD. Room changes will not be authorized except when:

(1) the student requesting the change arranges to exchange rooms with another student in the same class;

(2) certification from a medical doctor indicates a room change requirement for medical reasons; or

(3) for other reasons submitted by agency coordinators and determined to be sufficient by the Chief, SAD.

i. Pictures or other items may not be attached to the dormitory walls, doors, or windows. Notes may be placed on the bulletin boards that are available in each dormitory.

j. Washcloths, towels and bath mats will be replaced in dormitory rooms on a one-for-one basis (one clean item for one soiled item). All dirty towels must be available in the rooms for pickup by the maids Monday through Friday.

k. Smoking is permitted in designated areas only. Smokers are asked to be sensitive to the desires of non-smokers. Dormitory rooms are designated as non-smoking areas unless both occupants consent to smoking in the room. Cigarette/ cigar butts and ashes should be placed in containers provided. Fire safety precautions should be observed at all times.

L. Students are not permitted to cook in the dormitories. Storage of food should be limited to candy bars, cookies, etc., and should be stored in appropriate containers to prevent attracting roaches, ants, and other pests.

m. Irons and ironing boards are available. These items may be checked out from the dormitory clerk in Buildings 63, 71, 76, 95, 96 271 and 402. Commercial dry cleaning and laundry service is available in Building 86, adjacent to the Convenience Store.

n. Pets are not allowed in dormitories.

o. The rights of others shall be respected and quiet hours observed in the dormitories. The volume of tape players, etc., shall be kept at a low level. Dormitory "Quiet Hours" shall be observed as follows:

DORMITORY QUIET HOURS

Monday thru Thursday	10:00 pm to 7:00 am
Friday, Saturday, and Holidays	10:00 pm to 10:00 am
Sunday	10:00 p.m. - 7:00 a.m.

Failure to observe the stated quiet hours may result in disciplinary action and could lead to dismissal from training.

p. Dormitories are restricted areas. Only students, Center personnel, participating organization representatives, and contract personnel on official business are permitted in dormitories -- except from 5:00 p.m. to 12:00 midnight Monday through Friday and 9:00 a.m. to 12:00 midnight Saturday, Sunday, and legal holidays, when guests are permitted provided both occupants of the room agree. Students other than the assigned occupants may visit in rooms, but only during the hours cited in this paragraph. After 12:00 midnight any day, only the student(s) assigned to a room may

be in the room. Students are responsible for their guests and may be disciplined should they permit misconduct by guests.

q. OVERNIGHT LODGING BY FAMILY MEMBERS/GUESTS IS PROHIBITED. There are no facilities on the Center to accommodate dependents or guests. Adequate facilities are available in the local community for those personnel whose families or guests accompany them.

r. All dormitory keys should be turned in to the Registration Office (Bldg. 46) prior to departure from the Center. In the event the Registration Office is closed the drop slot in the door may be utilized. One lost room key will be replaced by the contractor's on-site manager at no cost. However, subsequent losses will be replaced at a charge of \$2.00 per key and tag.

6. RESPONSIBILITY AND ENFORCEMENT.

a. Residents are required to comply with all instructions outlined in this directive. Depending on the circumstances, non-compliance is to be reported to Security or to the COTR, who, in turn, will report the non-compliance to the agency for appropriate action. In some instances, further action may be deemed appropriate by Center officials, who may elect, after full coordination with the agency, to remove a student from training for non-compliance of the Center's regulations.

b. All dormitory rooms are subject to inspection, as necessary, by appropriate staff personnel to ensure compliance with these regulations. Normally, no prior notice will be given to students; however, situations may arise when prior notice will be appropriate. Agency staff may inspect the dormitory rooms through coordination with the Center's COTR. The COTR will make every effort to arrange the inspection at the time requested; but, due to other requirements, may need to schedule an alternate time. Any facility problems or discrepancies noted by agency or Center staff will be transmitted to the COTR for communication to appropriate personnel for correction.

c. Routine inspection of rooms by contractor personnel and appointed Center representatives also will be conducted to ensure housekeepers are in compliance with cleaning regulations.

7. OFFICE OF PRIMARY INTEREST. Office of Administration.

Charles F. Rinkevich
Director